Standard Operating Procedure

for

Enforcement Tracking/Administrative

Revision 0

Office of Environmental Compliance
Enforcement Division

Lead Developer: _Linda Housewright_   Date: _10/10/02_
Linda Housewright, Analyst 3

Approved By: _Reggy M. Hatch_   Date: _11-19-02_
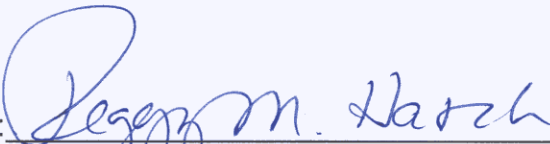Reggy M. Hatch, Administrator

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　　　　　　　Peggy M. Hatch, Administrator

Date	Revision	Record of Activity
2/15/01	0	Initial document approved.
11/19/02	0	Reviewed without any revisions – SOP re-approval

ENFORCEMENT TRACKING/ADMINISTRATIVE:

Purpose: To track the internal routing of enforcement actions

The following procedures are intended to be utilized as an important tool in training employees and as a reference tool for employees already trained. Use of standardized procedures helps ensure the quality, effectiveness and efficiency of activities in support of the Department's environmental missions.

Steps to accomplish this task:

- Receive the enforcement action from the different media in the appropriate colored folders.

    - Red   =   Radiation
    - Green   =   Solid
    - Blue   =   Air
    - Purple   =   Hazardous
    - Yellow   =   Water
    - Brown   =   Risk Management
    - Brown   =   Mobile Source
    - Orange   =   UST

- Go to enforcement tracker located in "My Documents/Enforcement Tracker"

- Open the folder that pertains to the year that you are tracking (i.e. 2000 = 2000 Actions) this is an Excel spreadsheet

- When you get into the tracker, there are headings at the top as follows:

    - Enf. Number   =   Internal tracking number (i.e. AEP000245)
    - AI #   =   Identifying number for TEMPO
    - Action Type   =   Type of Action (i.e. CO, NOPP, NOCV, PA, etc.)
    - Respondent   =   Name of Respondent that is on the action
    - Parish   =   Name of Parish
    - Enf. Writer   =   Initials of Enforcement Writer
    - Date to Admin   =   Date action is given to Administrator for review
    - Date to Admin w/corr =   Date action is corrected by media after Admin review
    - Date to Asst. Sec.   =   Date given to Assistant Secretary to sign
    - Date Issued   =   Date action is signed by Admin. and/or Asst. Sec.

- Ret. to Media   =   Date action is returned to Analyst in Media for mailing
- Penalty Amount   =   Amount of the Penalty Assessment
- Linking Enf. Nos.   =   Type all linking enforcement actions

- Type in the information as specified above as the enforcement action is routed   through the system
- When entering comments, use the comment feature in Excel.
- After entering all information into the Excel spreadsheet, enter all necessary dates in the Work Activity Log in TEMPO under the AI central file.

ATTACHMENT A

ENF. NUMBER	AI NO.	ACTION TYPE	RESPONDENT	INCIDENT PARISH	ES	DUE DATE	DATE TO ADMIN	TO ADMIN W/CORR	TO ASST. SEC. TO SIGN	DATE ISSUE	RET. MEDIA	PENALTY AMOUNT	LINKING NOS.